

## Wayne RESA Homeless Consortium Transportation Checklist

### Establishing a Cooperative Transportation Agreement:

- ☐ Contact the liaison from the *School District of Residence*
- ☐ Follow up with an email (CC the Consortium Coordinator) and include the following:
  - ☐ Subject: Student's last name (Create a new email for each family.)
  - ☐ Student's name, birth date, and grade
  - ☐ Parent/Guardian/Foster Parent name and phone number
  - ☐ Current address (and date of placement if in Foster Care)
  - ☐ School of Origin name, address, and start and end times
  - ☐ Special Needs information (e.g. IEP that requires transportation)
  - ☐ Method of transportation and rate if available (e.g. gas card, cab, bus, bus tickets)
  - ☐ Best interest statement
- ☐ Approval to begin transportation is secured
  - ☐ per School District of Origin Liaison
  - ☐ per Consortium Coordinator
- ☐ Transportation decision
  - ☐ \_\_\_\_\_ will provide AM transportation  
 \_\_\_\_\_ will provide PM transportation, or
  - ☐ \_\_\_\_\_ will provide transportation and invoice \_\_\_\_\_

### Requesting Transportation Reimbursement:

- ☐ Email Invoice and include the following:
  - ☐ Invoice number
  - ☐ Student information
  - ☐ Address to submit payment to (including Attn: Name of Homeless Liaison)
  - ☐ Total amount of transportation cost and the 50% amount being invoiced
  - ☐ Dates and locations for transportation
  - ☐ Copy of School Calendar or weblink indicating non-school days, e.g. breaks, PD days
  - ☐ Copy of email indicating Transportation authorized